

## FILING APPEALS OF FINES, SUSPENSIONS OR REVOCATIONS

1. An appeal of a decision by the Department of Business Affairs and Consumer Protection fining, suspending or revoking a liquor license must be filed with the License Appeal Commission within TWENTY (20) days of the date of the issuance of the Department of Business Affairs and Consumer Protection order fining, suspending or revoking the liquor license. A FAILURE TO FILE THE APPEAL WITHIN TWENTY (20) DAYS OF THE DATE OF THE ORDER WILL RESULT IN THE LOSS OF YOUR ABILITY TO APPEAL THE DECISION. (Please Note: The License Appeal Commission follows the schedule of official holidays issued by the City of Chicago's Law Department).
2. In order to appeal the finding of the Department of Business Affairs and Consumer Protection, the licensee must file certain documents with the License Appeal Commission.
  - A) The Licensee must file a Notice of Appeal (see Notice of Appeal under Documents).
  - B) A copy of the order of Department of Business Affairs and Consumer Protection Order of Disposition with the Findings of Fact, fining, suspending or revoking the license must be included with your Notice of Appeal.
3. Additionally, in order to appeal the Licensee must pay a filing fee of \$125.00 with the Department of Finance. The POS Invoice form is now available on our department's website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)  
Download the form and pay the fee at any City of Chicago payment center. A receipt showing that the fee has been paid must be presented to the License Appeal Commission. NO APPEAL WILL BE ACCEPTED WITHOUT THIS RECEIPT.
4. The Licensee should also include any case law or statute upon which the Licensee will rely in arguing to reverse the decision of the Department of Business Affairs and Consumer Protection.
5. Once an appeal is filed with the License Appeal Commission, the Licensee must file a Notarized Affidavit stating that the court reported transcripts from the proceedings at the Department of Business Affairs and Consumer Protection have been ordered. The affidavit must be filed with the License Appeal Commission within TEN (10) business days. A FAILURE TO FILE THIS AFFIDAVIT WILL RESULT IN THE DISMISSAL OF THE APPEAL.
6. Any liquor licensee who appeals a revocation order from the Department of Business Affairs and Consumer Protection is required by state law to pay and keep current their liquor license renewal fees during the pendency of the appeal. Any liquor licensee who appeals a revocation order to the License Appeal Commission will be required to show proof that all license renewal fees are paid to date. Liquor licensees must pay their renewal fees at the City of Chicago Department of Finance in Room 107 of City Hall and obtain a receipt. The paid license renewal fee receipt, as well as a receipt showing payment of the filing fee for a new appeal must be submitted to the License Appeal Commission as a prerequisite to filing an appeal.

**REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL**  
**(Suspension, Revocation or Fine)**

**Until further notice, all filings are to be filed electronically**

**Please email the following required documents to [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org)**

- Notice of Appeal
- The Order of Revocation, Suspension or Fine (along with Findings of Fact)
- Appearance Form
- A copy of the filing fee receipt. The POS Invoice form is now available on our department's website. Download the form and pay the fee at any City of Chicago payment center.